

**FINANCE, AUDIT AND COMPLIANCE COMMITTEE
MEETING MINUTES
4016 WEST BROAD STREET
RICHMOND, VIRGINIA**

January 7, 2008, 5:30pm

Present: James W. Hazel, Board Chairman, C. T. Hill, Committee Chairman, Dr. William T. Greer, Jr. and Thomas A. Stroup; **Acting Director:** G. Mike Bise; **Senior Staff:** David Whitehurst, Ray Davis, Gary Martel, Charlie Sledd, Bob Duncan, Dr. Virgil Kopf, John Allen, John Moore and Colonel Dee Watts.

Mr. Hill welcomed everyone and called the meeting to order at 5:30pm and noted for the record that a quorum was present.

Approval of Minutes: The minutes of the November 13, 2007 meeting were reviewed by the committee and have also been placed on the web site for review. One of the items discussed during the meeting was staff training and proper use of the Small Purchase Charge Card. Mr. Davis reported to the committee that training sessions have been scheduled with each division to review the SPCC procedures. The Wildlife Diversity Division has completed their training. **The motion was made and seconded to approve the minutes of the meeting.**

Conservation Police Officer Compensation Issues: Mike Bise and Larry Harizanoff presented the Committee a Salary Compensation Package for all Conservation Police Officers of the Law Enforcement Division as a result of the meeting with the Salary Committee. The Law Enforcement Division currently has 150 sworn officers and there are currently 12 localities without Conservation Police Officers. The recommendation to the Finance committee was an internal alignment of salary plus an across the board \$2,000 increase for all sworn officers. The approximate total of the package is \$620,000. By approving this package, it would make the division more competitive during recruitment and help in retention efforts of the current staff. Areas for cost savings within the division were identified to provide funding of this package. **After a discussion was held, Dr. Greer made the motion that the Committee makes the recommendation to the full Board at the January 22, 2008 meeting to adopt this recommendation and have the package implemented immediately. Motion was seconded by Tom Stroup. Ayes: Hill, Greer and Stroup.**

Budget Update: Dr. Virgil Kopf presented the Committee with an updated financial report through December, 2007. The anticipated revenue for this year is \$56M based on the Governor's budget and the projected revenue for the current fiscal year. Major adjustments to the agency's operations budget are not expected. The projected budget for the 2009 Fiscal budget will be due this spring. Dr. Kopf will provide further updates at the February 13, 2008 meeting.

The Committee asked staff to prepare a brief presentation on the receipt and distribution of Federal Grant Funds.

Small Charge Card Purchase Report: John Moore reported that overall the agency was using this card is being used correctly and effectively. Administrative Services Division continues to work with senior staff on documentation issues. Ongoing training and updates on the use of the card continues to be provided to the divisions.

Media Services Report: David Whitehurst reviewed the Quarterly Media Report. Some of the activities were highlighted during the last quarter were: 160 Media Inquiries and interviews; 13 press releases; Distributed an Op-Ed on the Hunting with Hounds study to 42 newspapers in an area west of the City of Danville and north to Caroline County. In addition to the activities work was completed on a major media event with the National Wild Turkey Federation in conjunction with Thanksgiving and the 400th Birthday of the founding of Jamestown.

Under Publications and Digital Photography Services: The publication staff continues to produce and publish *Virginia Wildlife* magazine. The magazine is distributed statewide and reaches more than 40,000 Virginians every month. Additional copies are distributed at public events and to VDGIF staff and Board Members.

The printing of *2008 Fishing Regulation* booklets, with advertising, has been completed by the publication staff and has been distributed to the more than 550 license agents from around the state and other outdoor organizations and companies requesting them.

The *2008 Virginia Wildlife Calendar*, special Wildlife Action Plan edition, has been for sale since August 1, 2007 and has been experiencing good sales throughout the remainder of the year. The calendar is an ongoing project that requires research, design, printing and distribution. Each year over 45, 000 are sold and distributed nationwide. Calls for new photographs for the 2009 are currently being sent out.

The publication staff designed, printed and distributed more than 250,000 *Preserving Virginia's Hunting Heritage: Hunting with Hounds Study* brochures to every person who purchased a hunting license in 2006-2007. The brochure is a very important part of the study and in assisting the Department with public input.

The *Outdoor Report* continues to be popular and the development team was expanded to include representatives from Wildlife Diversity, the Information Desk section and Fisheries Division to stay abreast of frequently asked questions and topics of concern and interest to our constituents, customers and the public. The "first anniversary" edition is scheduled for January 9, 2008 with a posting to over 14,000 subscribers.

The Committee approved the following meeting dates for 2008: February 13, 2008; May 6, 2008; September 16, 2008 and November 18, 2008. All meetings will be held in the Division Directors Conference Room of the 4016 Building unless otherwise posted.

The Chairman asked for public comments. There being none, the Chairman adjourned the meeting at 6:45pm.

Respectfully submitted,

Beth B. Drewery
Board Secretary

